

## Charney Bassett Parish Council

### Privacy Notice (Staff/Councillors/Group Leaders)

This notice<sup>1</sup> explains how the Parish Council (CBPC) uses any personal information<sup>2</sup> that we hold on you.

#### What we do

CBPC delivers local services (e.g. allotments and grass cutting) and represents the interests of the village in the delivery of services by other organisations, including the County and District Council. CBPC will therefore work with these and other government/non-government organisations to get things done.

CBPC looks to promote community well-being and in doing so supports the activities of various interest groups (current list as below). More about the activities of CBPC and its associated groups can be found at [www.charneybassett.org.uk](http://www.charneybassett.org.uk).

Allotments Group	Comprises residents who pay rent for an allotment at Charney Manor
Archaeology Group	Organises digs to discover more about the way the village has developed
Charney Army	Undertakes work that maintains and improves the village environment
Communications Group	Facilitates the distributes of information of local interest, including through the Charney Chatter magazine, Village website and email management system
Footpaths Group	Investigates and pursues the classification of lost footpaths
History Group	Researches and publishes information about village history on bespoke website
Road Safety Group	Pursues improvements to road safety under the Community-Led Plan
Village College	Organises educational and recreational courses of benefit to local residents

Other organisations in the village work to benefit local residents, in particular the Charney Hall and Field Trust (CHAFT) and Charney and Lyford Educational Trust (CLET). Although separate, CBPC may work with these organisations from time to time and is represented on their respective boards.

#### What information do we hold about you and why?

The information we hold is generally restricted to a name, address, telephone number and email address. In some cases (e.g. the Parish Clerk) this may include financial and other details. Photographic evidence is rarely used, except to show a particular group activity. The Parish Clerk and/or a Group appointed Data Controller may hold your contact data to allow, amongst other things, co-ordination of activities. We are unlikely to hold information deemed to be sensitive (e.g. medical records, racial or ethnic origin) and if we do we will discuss this with you first.

#### Why do we hold this information?

As a public body, it may be necessary to publish certain personal details to confirm your status as part of the authority and to allow for direct liaison with the public. Information may also need to be shared with other bodies, either to facilitate the delivery of services or for financial purposes e.g. in the case of the

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<sup>1</sup> As approved by the Parish Council at its meeting on 12<sup>th</sup> September 2018

<sup>2</sup> Any information about a living individual which allows them to be identified (e.g. name, photograph, email address, telephone number etc).

Clerk, information will need to be shared with HMRC. There may also be a need to comply with legal obligations (e.g. the need to publish Councillor's interests). Your contact information may therefore be shared with the various Groups (as above), other relevant service providers or organisations e.g. the Council's insurers. It may also be published on the CBPC or others' website.

**To comply with Data Protection law your information will only be:**

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes, as explained herein;
- Relevant to the purposes we have described and for none other;
- Accurate and kept up to date;
- Kept only as is necessary for the purposes we have explained;
- Kept and destroyed securely to prevent loss, misuse, unauthorised access or disclosure.

**How long do we keep your information for?**

Data should be held either electronically (in a password protected PC/laptop) or, if in hard copy, a locked filing cabinet. Data should only be kept for as long as it is needed, after which time it should be deleted. Some records may be retained for a period after you have left your role e.g. to facilitate a smooth hand over of responsibility or to support an HMRC audit (best practice suggests 8 years).

**What are your rights?**

The Parish Council does not need your consent to hold or use your data. You may ask at any time what data is held, why it is held and where it was obtained. If you advise us this is incorrect, we will correct it.

**Changes to this notice**

We will place this and any updates to this Notice on our website. If we wish to use your data for a new purpose we will provide you with a new Notice and obtain your consent before doing so.

**Contact**

Contact the Parish Clerk as Data Controller if you have any questions on this Notice or the data held.

If you have a grievance you may contact the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (0303 123 1113 or <https://ico.org.uk/global/contact-us/email/>).

Trevor Brown  
Wick Cottage  
Charney Bassett

01235 868282  
[parishclerk@charneybassett.org.uk](mailto:parishclerk@charneybassett.org.uk)

Approved at Parish Council meeting of 12<sup>th</sup> September 2018 (minute 18/73)